

Freedom of Information Act 2000

Publication Scheme

1. Introduction

The Sixth Form Bolton has adopted the Information Commissioner's Office (ICO) Model Publication Scheme for Further Education Colleges in accordance with Section 19 of the Freedom of Information Act 2000.

This publication scheme commits the College to making information routinely available to the public as part of its normal business activities. The information covered is included within the classes of information described in this document where that information is held by the College.

The purpose of this scheme is to:

- Promote openness and transparency.
- Help members of the public understand how the College operates.
- Provide access to information routinely published by the College.
- Reduce the need for individual Freedom of Information requests where information is already publicly available.

2. Freedom of Information Requests

Information not already available through this publication scheme may be requested under the Freedom of Information Act 2000.

Requests should be made in writing and should include:

- The applicant's name.
- A correspondence address or email address.
- A clear description of the information requested.

Requests may be submitted by:

Email: Governance@bolton-sfc.ac.uk

Post:

Freedom of Information Officer
The Sixth Form Bolton
Deane Road

Bolton
BL3 5BU

The College will respond within the statutory timescales required by the Freedom of Information Act 2000.

3. Information Available Through This Scheme

Class 1 – Who We Are and What We Do

Information relating to the College's structure, governance and responsibilities, including:

- College mission, vision and values.
- Organisational structure.
- Senior leadership structure.
- Corporation/Governing Board membership.
- Instrument and Articles of Government.
- Contact details.
- Campus location.

Class 2 – What We Spend and How We Spend It

Financial information relating to the College, including:

- Annual accounts.
- Financial statements.
- Funding information.
- Procurement procedures.
- Tender opportunities.
- Contract information (where appropriate).
- Executive and senior pay disclosures.
- Financial regulations.

Class 3 – What Our Priorities Are and How We Are Doing

Information relating to strategic direction and performance, including:

- Strategic Plan.
- Self-Assessment Reports (where published).
- Quality Improvement Plans.
- Ofsted reports.
- Performance measures.
- Equality objectives.
- Annual performance reports (where published)

Class 4 – How We Make Decisions

Information about decision-making processes, including:

- Governing Board minutes (where appropriate).
- Committee structures.
- Terms of reference.
- Consultation documents.

Class 5 – Our Policies and Procedures

Current policies and procedures including:

- Safeguarding Policy.
- Student Behaviour Policy.
- Complaints Procedure.
- Equality, Diversity and Inclusion Policy.
- Health and Safety Policy.
- Data Protection Policy.
- Staff Code of Conduct.
- Recruitment and Employment Policies.
- Student Support Policies.
- Information Governance Policies.

Class 6 – Lists and Registers

Information held in registers required by law and other lists maintained by the College, including:

- Register of Governors' Interests.
- Gifts and Hospitality Registers (where published).
- Asset registers where disclosure is appropriate.
- Records required by statutory obligations.

Class 7 – Services We Offer

Information about College services, including:

- Course information.
- Student support services.
- Careers guidance services.
- Learning support provision.
- Enrichment activities.
- Admissions information.
- Public information and prospectuses.
- Community and employer engagement activities.

4. Information Not Included

The publication scheme does not normally include:

- Information exempt under the Freedom of Information Act 2000.
- Personal data protected by the UK GDPR and Data Protection Act 2018.
- Confidential or commercially sensitive information.
- Draft documents.
- Archived material not readily accessible.
- Information prohibited from disclosure by law.

5. Format of Information

Information may be made available through:

- The College website.
- Downloadable documents.
- Email.
- Inspection by appointment where appropriate.
- Printed copies upon request.

The College will endeavour to provide information in accessible formats where reasonably practicable.

6. Charges

Most information available through the College website is provided free of charge.

Where a charge is applicable, it will normally be limited to:

- Printing and photocopying costs.
- Postage and packaging.
- Any other reasonable disbursement costs permitted by legislation.

Applicants will be informed of any charges before information is supplied.

7. Review and Complaints

If an applicant is dissatisfied with the handling of a Freedom of Information request, they may request an internal review by writing to:

Information Governance Lead

The Sixth Form Bolton
Deane Road
Bolton
BL3 5BU

If the applicant remains dissatisfied following the internal review, they may complain to:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Website: <https://ico.org.uk>

8. Review of this Publication Scheme

This publication scheme will be reviewed periodically to ensure compliance with the Freedom of Information Act 2000, ICO guidance and College requirements.

Policy Owner: Information Governance Lead

Approval Body: Corporation / Governing Board

Review Frequency: Every 2 years

Version: 2025/26 - 1.0